

BROOKHAVEN NATIONAL LABORATORY PHYSICS DEPARTMENT	Number: PO-ESH-08	Revision: 2
	Effective: 04/01/2004	Page 1 of 4
Subject: Training and Qualifications – Plan of Agreement		
Prepared by: Michael Zarcone	Reviewed by: ES&H Committee	Approved by: Department Chair

TRAINING AND QUALIFICATIONS

PLAN OF AGREEMENT

I. PURPOSE AND SCOPE

It is the policy of the Physics Department to ensure that staff are trained and qualified to perform their assigned job functions in accordance with the training requirements of the Laboratory. Physics Department personnel include: employees, guests, visitors, contractor employees and all others who are employed or sponsored by the Department to perform work or provide a service.

II. RESPONSIBILITIES

A. Physics Department Chair

The Physics Department Chair has overall responsibility for implementation of the organization's Training Program for ensuring that staff are trained and qualified to perform assigned work. The Physics Department Chair shall designate a Training Coordinator to act as the organizational contact for training activities.

B. Physics Department Training Coordinator

The Physics Department Training Coordinator is responsible for the management and coordination of the departmental training program. Responsibilities include the following:

1. Coordinate and assist in the assessment and documentation of training and qualification requirements for personnel based on the hazards encountered, work performed, location access needs, and site requirements.
2. Consult with the Department ES&H Coordinator, departmental supervisors, and others in the safety and environmental organizations to achieve a coordinated effort in ensuring appropriate training.
3. Review all training requirements and JTA's of individuals identified on each Experimental Safety Review to achieve a coordinated effort in ensuring appropriate training.
4. Represent the Department in matters pertaining to training and to provide departmental participation into the: formulation and revision of site training policies; identification of training needs and priorities; and the evaluation of training activities.

5. Serve as the focal point for developing and implementing the organization's training plan agreement.
6. Assist in the communication of lapsed training qualifications for incumbents to appropriate supervisors in the effort to ensure that personnel do not perform tasks for which they're not qualified.
7. Provide assistance in the administration, documentation, and record keeping of organization-provided training courses where appropriate in accordance with Training and Qualification Program Requirements.
8. Ensure that attendance records for internally-delivered required training courses are incorporated into the Brookhaven Training Management System (BTMS) and retain original hard copies of signed training rosters, on-the-job training checklists/ performance measures, indoctrination records, and/or examinations. Retention periods for hard copies of records are a minimum of four years (unless course records relate to the handling of hazardous, toxic, radioactive materials, radiation safety or other area that relates to chronic exposure in which case the retention period is 75 years).
9. Assist in defining and prioritizing objectives for organizational training initiatives and coordinate their accomplishment.
10. For Internally administered required courses, ensure course documentation requirements and instructor requirements are met in conjunction with Training and Qualification Program Office.

C. Physics Department Supervisors

Supervisors shall be responsible for the training of employees under their supervision. Supervisors shall:

1. Ensure that employees are trained and qualified to perform assigned tasks unsupervised or are under the supervision of a trained and qualified worker until they are.
2. Suspend qualifications for individuals or are unable to re-qualify successfully until successful performance is demonstrated.
3. Review status of training and qualification requirements prior to making work assignments to ensure that all personnel within your area of responsibility have fulfilled the training and qualification requirements needed to perform assigned activities.
4. Ensure that employees do not perform tasks with lapsed qualifications that are regulatory driven, or required for specific task performance.
5. Assist in the identification and updating of job training and qualification requirements for positions and personnel under your supervision that result from facility modifications, changes in tasks, changes in requirements, or changes in personnel assignments. Communicate these updates and changes to the Training Coordinator.
6. Notify the Training Coordinator of new training needs or new positions/tasks for that need to be assessed for training and qualification requirements.

Number: PO-ESH-08	Revision: 2	Effective: 04/01/2004	Page 2 of 4

D. Physics Department Principal Investigators

Principal Investigators (PIs) shall be responsible for the training of employees, guests, contractors, and visitors working under their supervision or on their experimental work as permitted by their Experimental Safety Reviews (ESRs). Since PIs also act as supervisors they shall abide by all the requirements above and in addition they shall:

1. Provide job-specific, equipment-specific, and procedural training and qualification, as needed.
2. Prepare and have an approved Experimental Safety Review or Work Permit for any experimental, laboratory, or other non-office work performed by themselves or by others for them.
3. As part of the job-specific training, ensure they and all their workers have read and signed the Experimental Safety Reviews or Work Permits and adhere to their provisions.
4. Provide routine updates for ESRs or Work Permits as required by BNL or Physics Department Policies or at the request of the Experimental Safety Review Coordinator (ESRC) or Work Control Coordinator (WCC).
5. Request additional review for hazards not specifically covered before any work is done or the new hazards are introduced and provide the proper training for those hazards after approved.

E. Physics Department Employees

All Departmental Employees shall:

1. Attend required training courses to maintain training and qualification requirements needed for task performance.
2. Maintain the level of knowledge required for safe and efficient performance of assigned duties.
3. Provide feedback on training adequacy/quality to course instructors, supervisors and the Training Coordinator.
4. Refrain from performing tasks that you are not trained and qualified to perform.
5. Notify Training Coordinator/Supervisor of any job-related training courses/certifications completed outside of the Laboratory.
6. Identify new training and qualification needs for assigned work to your Supervisor and Training Coordinator.

III. MAINTENANCE OF TRAINING REQUIREMENTS FOR STAFF

A. Job Training Assessments/Required Training Links for Personnel

Required training needs will be identified and documented for all departmental personnel. Required training needs and employee links to required training will be reviewed when: working plans and experimental reviews are conducted; when jobs or requirements change; when new jobs are created; when new locations, which require training must be accessed; or at minimum yearly.

Number: PO-ESH-08	Revision: 2	Effective: 04/01/2004	Page 3 of 4

IV. TRAINING REQUIREMENTS

- A. Minimum Training and Qualification requirements will be determined in accordance with the criteria defined in the Procedure for Determining Training and Qualification Requirements.

V. ASSURANCE OF REQUIRED TRAINING

- A. The assurance of required training for each person within the Department shall be based on a monitoring system under the direction of the Training Coordinator. The Training and Qualifications Program Office notifies incumbents of training due to expire. In addition, incumbents and Training Coordinators are notified of lapsed qualifications. Incumbents schedule and complete needed training or request exemptions or extensions where applicable.

Reports listing outstanding training requirements are reviewed by the Training Coordinator and are used to track the completion of outstanding training. Percentage of completion of required training is tracked and reported each month.

Official copies of these procedures are maintained at this website. Before using a printed copy, verify that it is the most current version by checking the document issue date on this website. Signed copies of these official procedures are maintained at the Training Office.

Number: PO-ESH-08	Revision: 2	Effective: 04/01/2004	Page 4 of 4